

**MASTER OF SOCIAL WORK (MSWS)
Programme Project Report
and Detailed Syllabus**

Semester Pattern -Calendar Year 2021 onwards



**Department of Social Work
School of Social Sciences
TAMIL NADU OPENUNIVERSITY
577, Anna Salai, Saidapet, Chennai – 600 015
Tamilnadu, India**

BOARD OF STUDIES
SOCIAL WORK

S.No.	Name, Designation & Contact	Nomination
1	Dr. Mangaleswaran Professor & Head, Department of Social Work, Bharathidasan University, Tiruchirapalli - 620024. Ph:9443813176, rrmangal2005@gmail.com	Chairman

2. Internal Faculty members of the School of Social Sciences

S.No.	Name, Designation & Contact	Nomination
1	Ms. J. Renee Arathi Assistant Professor in Social work, TNOU	Member

3. Outside Subject Experts

S.No	Name, Designation & Contact	Nomination
1.	Prof. Raja Samuel, Principal, Madras School of Social Work, CASA Major Rd, Chennai, - 600008 Ph:9444462450. principal@mssw.in	Member
2.	Dr. G. Mahesh Assistant professor, Department of Social Work IGNOU, Maidan Garhi, New Delhi- 110068 Ph. 9911331998, gmahesh@ignou.ac.in	Member
3.	Dr. Sudharsan Assistant Professor Department of Social Work (Aided) Madras Christian College Tambaram East, Chennai - 600059 Contact No: 09841597456 E-mail: sudharsansw@gmail.com	Member
4.	Dr. Sandra Joseph, Associate professor in Social Work & Vice Principal Stella Maris College, Chennai Ph. 9840170746 sandrajoseph@stellamariscollege.edu.in	Member

4. Expert from Field

S.No.	Name, Designation & Contact	Designation
1.	Mr.Darwin Moses Executive-Community Welfare Cognizant Outreach Mobile: 9986978550	Member

5. Alumni

S.No.	Name, Designation & Contact	Nomination
2	Mr. Christu Das PRO, Ramachandra Medical College Chennai, Ph. 9500002424	Member

6. Students on Roll

S.No.	Name, Designation & Contact	Nomination
1	Dr. Damodaran. Enrl . No. 17221450009 Chairman, Child Welfare Committee Department of Social defence Kancheepuram District Chengalpet 603 002 Mobile :9444919618 Email. Damulibnews69@gmail.com	Member



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences
Master of Social Work (MSW)
Semester Pattern

Programme Project Report (PPR)

Programme's mission and Objectives:

The Social Work Profession promotes social change, Problem solving in human relationships and empowerment and liberation of people to enhance well being. (IASSW/IFSW 2001). Social Workers are needed all over the world to bring about developmental changes in individuals and communities. The foremost objective of this programme is to inculcate social responsibility and equip the students with, Social Work skills, knowledge on scientific processes and make them deal with social problems by enabling social transformation.

Relevance of the Programme with HEI's Mission and Vision:

The Programme **M.S.W. is offered to reach the rural communities through ODL mode for livelihood improvement. This Programme aims at creating equity in education by providing opportunity to all the aspirants for whom Higher Education is unreachable.**

Nature of prospective target group of Learners: The Master of Social Work Programme has been designed for those who are interested in serving the society through caring for the individuals, groups with same problem, marginalized communities and weaker sections of the society. Especially those who are working in Voluntary Organizations, schools, Old age homes, and other such social welfare organizations and departments.

Appropriateness of Programme to be conducted in ODL mode to acquire specific skills and competence:

- a. The students will be equipped with the Social Work skills and Intervention techniques to deal with individual and social problems.
- b. They will also acquire knowledge on the developmental tasks of humans and have an in-depth understanding of their behaviour.
- c. The students will have analytical skills and capability for critical thinking, and ability to carry out research studies and projects.

Social Workers are in demand all over the world in different settings like Industries, Hospitals, Voluntary Organizations working for Rural and Urban Development, Correctional Institutions etc. And the students will be able to execute their responsibility as social workers in all the above said fields. TNOU offer two specializations in social Work.

Instructional Design

The Curriculum and the Syllabus for Master of Social Work Programme has been designed to provide the recent developments in Political Science, has been included in the enriched Master of Social Work Syllabus to meet out the present day needs of academic and Research, Institutions and Industries. This MSW course for the degree is of two years (Six Semester) and the medium of instruction is English and Tamil.

Master of Social Work Programme is offered through the Learner Support Centres established by TNOU in the affiliated Arts and Science College, where the same Programme is offered through Conventional Mode.

The Faculty Members available at Department of Social Work, School of Social Sciences of Tamil Nadu Open University and the faculties approved as Academic Counselors of TNOU at Learner Support Centres will deliver the Master of Social Work Programme.

The credit system suggested as per UGC-ODL Regulations-2020 have been assigned to Master of Social Work Programme. The total number of credit assigned for the Programme is 72. The Self Learning Materials in the form of print, e-content and audio/video materials wherever required has also been developed for the Programme.

6. Procedure for Admissions, Curriculum Transaction and Evaluation

Candidates should have 10th + 12th (HSC) Equivalent or PUC Or 10th + 3 Years Diploma Or 11th + 2 Years TTC Or 10th + 2 Years ITI from a recognized Education, as equivalent thereto time to time. The admission shall be made for the degree of Bachelor of Social Work in both Academic Year and Calendar Year admission cycles. The Programme Fee is Rs.6600/- for three years, plus Registration and other Charges. The admissions are carried out by Tamil Nadu Open University and through its Regional Centres located within the State of Tamil Nadu. The Theory Counselling and the Field Work Counselling will be conducted through the Learners Support Centres of Tamil Nadu Open University. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Spot Assignment and External Assessment through Term End Examination.

Financial Assistance

Scholarship for SC/ST category available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

valuation System

Examination to Bachelor of Arts Degree Programme in Tamil is designed to maintain quality and standard. Theory Examination will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment: 30 Marks – Through Continuous Internal Assessment (CIA)

Theory Examination

Students shall normally be allowed to appear for theory examination after completing the Assignments. The Term -End Examination shall Carry 70 Marks and the Question Paper has two Sections: A & B for the duration of 3 hours

QUESTION PAPER PATTERN

Time: 3 Hours

Maximum Marks: 70

PART – A (5x5=25 Marks)

Answer any five questions out of eight questions in 300 words

All questions carry equal marks

Question Distribution Method:

1. From Unit –I
2. From Unit –II
3. From Unit –III
4. From Unit – IV
5. From Unit – V
6. From any unit
7. From any unit
8. From any unit

PART – B (3X15=45 marks)

Answer any three questions out of five questions in 1000 words

All questions carry equal marks

9. From unit -1
10. From unit-II
11. From unit – III
12. From unit –IV
13. From unit -V

Passing Minimum: Candidates who have secured 50 percent of the marks in each course (both Continuous Internal Assessment and Term End Examinations) shall be declared to have passed the examination in that course. All other candidates shall be declared to have failed in that course.

Classification of Successful Candidate

Candidates who pass all the Courses and whose secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class.

Requirement of laboratory and Library Resources

The Programme will be offered through the Learner Support Centre (LSC) maintained by Tamil Nadu Open University. The LSC has the required infrastructural facilities to conduct the Counselling for the students who wish to clear their doubts. A well equipped Library is available in the University Headquarters and the Regional Centres with required books and research journals. The Learners Support Centre through which the Degree Programme is to be offered is also equipped with a full-fledged library having books and journals related Tamil.

Cost Estimate of the Programme and the Provisions

The cost estimate for development, delivery and maintenance of the Master of Social work subject to the approval of Finance Committee ,TNOU is provided in the following Table.

	Details	Amount in Rs.
1	Programme development and launching cost (Expenditure)	24,46,400
2	Programme Fee charged for 2 years per student (Income)	6,600
3	Examination Fee charged for 2 years (Income) per student	1500
4	Examination expenses per student for 2 years per student (Expenditure)	3,600

Quality Assurance Mechanism and expected Programme Outcome

The Quality of the Master of Social Work Programme is maintained by adopting the curriculum suggested by the UGC and Tamil Nadu State Council for Higher Education. As per UGC guidelines the Core courses, Elective courses, Subject specific elective courses, Skill enhancement courses with total credits of 72 are included in the Programme. The Curriculum of Master of Social Work Degree Programme was approved by the Board of Studies in June 2020. As a part of Quality assurance the curriculum for the Programme will be updated once in three years. Necessary steps will be taken to obtain feedback from the students and the Academic Counsellors who are part of the Programme for effective delivery of the Programme.

Programme Outcomes

- a. Enable the learners to avail wide range of career opportunities in Industry, Education, Health, Correctional service, Family and Child Welfare and other Social Work and Social Service Sectors;
- b. Equip the learners to support the society through caring for the individuals,

- groups with same problem, marginalized communities and weaker sections of the society
- c. Help the learners to execute community development and skilldevelopment programmes
 - d. Upskill the learners in the areas of Case work, Group Work, Community Organization, Social Action and Field Work
 - e. Aid them in pursuing higher studies
 - f. To equip the students with employability skills required for Rural, Urban and Tribal Development.

PROJECT WORK:

Every student is required to select an issue / problem to complete a research project under the supervision and guidance of a qualified teacher currently working in any affiliated college / research institute / university and approved by TNOU for the purpose of research guidance. The project report should be in the format prescribed by TNOU and should contain a minimum of 75 pages and maximum 100 pages inclusive of all tables, diagrams, annexure. The report will be assessed by the respective Research Guide for 30 marks (Internal Assessment) and the remaining 70 marks (External) will be awarded by a panel of experts through central evaluation conducted by TNOU.

FIELD WORK PRACTICUM

The programme has been designed keeping in mind the ODL aspects in such a manner that the learners can learn different courses though undergoing the Self Learning Materials designed for the specific programme and also do field-work to be supervised by the counselors. Learners are required to undergo fieldwork in a social welfare agency of their choice. Fieldwork may commence with orientation visits to selected welfare agencies. They may proceed with placement in various government and voluntary welfare institutions, hospitals, factories, community development blocks, community centers, etc.. Field work should be done under competent supervision provided by the academic counselors at their respective Learner Support Centres and Agency Supervisors. Field Work is compulsory in the II and III semesters. The learners have to submit the Field Work Reports in the prescribed format before the commencement of semester examinations.

Field Work Evaluation Breakup of Total marks

Agency Supervisor	Academic Counselor	External Evaluation at TNOU	Total
30	20	50	100

MASTER OF SOCIAL WORK (MSW)

Programme Structure

S.No	Title of the Course	Course code	Marks (I &E)	Credits (1Credit =30 hrs)
I Semester				
1.	Introduction to Social Work	MSW-11	30+70	4
2.	Social Work Practice with Individuals	MSW-12	30+70	4
3.	Social Work practice Groups	MSW-13	30+70	4
4.	Sociology for Social Work	MSWAL-11	30+70	2
5.	Economic and Political System	MSW-14	30+70	2
II Semester				
6.	Community Organization and Social Action	MSW-15	30+70	4
	Social Welfare Administration	MSW-16		4
7.	Human Rights and Social Legislations	MSW-17	30+70	4
8.	Psychology For Social Work	MSWAL-12		2
9.	Field Work (orientation Visits)	MSWF-11	30+70	6
III Semester				
11.	Social Work Research and Statistics	MSW-21	30+70	4
12.	Communication for Social Work	MSW-22	30+70	2
13.	Fields of Social Work 1	MSW-23	30+70	4
14.	Social Entrepreneurship and Management	MSW-24	30+70	2
15.	Field Work practicum (Concurrent)	MSWF-21	30+70	6
IV Semester				
16.	Counseling skills and Techniques for social Work	MSW-25	30+70	4
17.	Disaster management	MSW-26	30+70	2
18.	Fields of Social Work II	MSW-27	30+70	4
19.	Youth Development	MSW-28	30+70	2
20.	Dissertation	MSWP-21	30+70	6
		Total		72



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : Introduction to Social Work
COURSE CODE : MSW-11
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the **Introduction to Social Work**, the student shall be able to:

- To provide learners with Basic Social Work Concepts, Values and Principles of Social Work profession.
- To trace the History of Social Work in India and Abroad
- To understand the significance of Contemporary Social Work

COURSE OUTCOMES

After completion of the **Introduction to Social Work**, the student will be able to:

- The learners will acquire Sociological knowledge for effective social Work practice
- The learners will understand sociological Perspectives
- The learners will gain knowledge on sociological concepts essential for Social Work profession

BLOCK 1 NAME OF THE BLOCK

UNIT-1 – Concept of Social Work

- 1.1- Meaning Definition, basic Assumptions, Objectives, and Scope
- 1.2- Functions of Social Work- Preventive, Remedial, Developmental

UNIT-2-Introduction to Methods of Social Work

- 2.1 Primary Methods
- 2.2 Secondary Methods

UNIT-3Basic Concepts of Social Work

- 3.1 Basic Concepts I
Social Welfare, Social Service, Social reform, Social Justice,
Social Security, Human Rights,
- 3.2 Basic Concepts II
Social Policy, Social legislation, Social development and Social
Administration.

UNIT-4 Religio Philosophical Foundation

- 4.1 Contribution of Religious Movements in the Development of
Social Work.
- 4.2 Contribution of Social and Political Movements in the
Development of Social Work.

- BLOCK 2 Historical Development of Social Work**
- UNIT-5 Professional Development of Social Work**
- 5.1 –Development of Social Work in UK and USA
- 5.2- History of Social Work profession in India
- UNIT-6Demography and Indian Society**
- 6.1-Demographic Characteristics of Indian Society
- 6.2-Complexity of Indian Society
- BLOCK3 UNIT-7Professionalization of Social Work I**
- 7.1 Concept, Values and Philosophy
- 7.2 Principles of Social Work
- UNIT-8 Professionalization of Social Work II**
- 8.1 Code of Ethics in social Work profession
- 8.2 Professional Social Workers Association in India and Abroad**
- UNIT 9 Generalist Social Work**
- 9.1 Definition and concept-Critical thinking skills
- 9.2 Planned Change Process
- BLOCK 4 Contemporary Ideologies for Social Change and Development**
- UNIT-10Contemporary Ideologies for Social Change**
- 10.1 Neo-Liberalism, Globalization, Postmodernism
- 10.2 Feminism, Multiculturalism
- UNIT 11 Ideology of Development**
- 11.1 Sustainable and people Centred Development**
- 11.2 Non GovernmentalOrganisations**
- BLOCK 5 Fields of Social Work**
- UNIT 12 Educational Social Work**
- 12.1 Types of Problems in Educational Setting
- 12.2 Role of Social Worker
- UNIT 13 Industrial Social Work**
- 13.1 Types of Problems in Industrial Setting
- 13.2 Role of Social Worker
- UNIT 14 Social Work in Community Settings**
- 14.1 Rural, Urban and Tribal Community Development
- 14.2 Role of Social Worker
- UNIT 15 Criminology and Correctional Administration**
- 15.1 Correctional Services
- 15.2 Role of Social Worker
- UNIT 16 Medical and Psychiatric Social Work**
- 16.1 Scope of Medical and Psychiatric Social Work
- 16.2 Role of Social Worker

REFERENCE BOOKS :

- Adams, R. *Social Work and Empowerment*. New York: Palgrave Macmillan, 2003.
- Alston, M. and McKinnon, J. *Social Work – Fields of Practice*. Australia: Oxford U P, 2003.
- Anand, C.L, *Equality, Justice and Reserve Discrimination*, Popular book service, New Delhi. 1982
- Banks, S. *Ethics and Values in Social Work*. New York: Palgrave Macmillan, 2001.
- Bogo, M. *Social Work Practice- Concepts, Processes and Interviewing*. New York: Columbia University Press, 2006.
- Clark, L., C. *Social Work Ethics – Politics, Principles and Practice*. New York: Palgrave Macmillan, 2001.
- Dominelli, L.D., *Social Work: Theory and Practice for a Changing Profession*, Cambridge, Policy Press, 2004.
- Jainendra Kumar, *An Introduction to Social Work*, JhaAnmol Publications Ltd, New Delhi, 2002
- Joshi, S., C. *Hand Book of Social Work*. New Delhi: Akansha, 2004.



TAMIL NADU OPEN UNIVERSITY

Department of Social Work

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Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : **Social Work with Individuals**
COURSE CODE : **MSW-12**
COURSE CREDIT : **04**

COURSE OBJECTIVES

While studying the, **Social Work with Individuals** the student shall be able to:

- Understand Case work Method and its application.
- Develop skills for Casework application.

COURSE OUTCOMES

After completion of the **Social Work with Individuals**,

- The learners will understand Case work Methods, techniques and its process
- The learners will be able to apply the methods in social Work fields

BLOCK 1 Introduction to Social Case Work

UNIT-1

1.1 Case work: Historical development, scope and limitations,

1.2 Its importance and relationship with other methods of social work.

UNIT-2

1.1 Basic components social work: person, problem, place, process and

2.2 Principles of casework

BLOCK 2 Case Work Process and Method

UNIT 3

3.1 Case worker- client relationship: meaning and its importance,

3.2 characteristics of professional relationship, empathy, transference and counter transference, resistance,

3.3 Sustaining the relationship, genuineness, unconditional positive regard and disclosure.

UNIT 4

4.1 Case work process: intake and exploration, Analysis and assessment,

4.2 Psychosocial diagnosis, formulation of goals, prioritization of needs, development of action plan, use of contacts intervention

UNIT 5

5.1 Use of supportive methods and techniques of direct influence.

5.2 Importance of involvement and collateral contacts in the entire process.

BLOCK 3 Case Work Approaches

UNIT-6

6.1 Approaches to practice: Psycho-social, functional, problem solving,

6.2 Crisis intervention and eclectic approaches for practice.

UNIT-7

7.1 Case work interviewing: Principles, Techniques and skills in case work.

7.2 Recording: Types of records and Record Maintenance

BLOCK 4 Social Case Work

UNIT-8

8.1 Counseling: Nature, Definition and goals of counseling.

8.2 Communication: Importance of listening in counseling,

UNIT 9

9.1 counseling process, skills and techniques,

9.2 Characteristics of an effective counselor.

UNIT 10

10.1 Types of counseling: individual, group, marital, student and industrial counseling, 10.2 Career guidance, difference between counseling and guidance.

BLOCK 5 Case Work in Different Settings

UNIT 11

11.1 Case work practice in different settings- Concept and Meaning

11.2 correctional settings, schools,

UNIT 12

Case Work Practice in Industrial setting

UNIT 13

13.1 De-addiction and detoxification centers,

13.2 Case work with the physically handicapped

UNIT 14

14.1 Case work practice for aged, terminally ill

14.2 HIV/AIDS patients and families.

Books for reference:

1. Hollis, Florence; case work –A psychosocial Therapy New York; Random house; 1964.
2. Mathew, Grace 1992, An instruction to social case work, TLSS, Bombay.
3. Pearlmann Helen, Social case work; The university of Chicago press.

4. Timmis, Noel; Recording in social work London; Routledge & Kegan paul, 1972.
5. Robert, Robert & Robert Nee (eds); Theories of social case work, university of Chicago, 1970.
6. Gore M.S: Social work education, Asia Publishing house, 1965.



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : Social Work Practice With Groups
COURSE CODE : MSW-13
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the, **Social Work Practice with Groups** the student shall be able to:

- Understand Social Group Work Method and its application.
- Develop skills for Group Work application.

COURSE OUTCOMES

After completion of the **Social Work Practice with Groups**,

- The learners will understand Social Group Work Methods, techniques and its process
- The learners will be able to apply the methods in social Work fields

BLOCK 1 Introduction to Social Group

UNIT-1 –

- 1.1 Social Group: Definition, characteristics, types and functions of group - \
- 1.2 Models of group development, basic human needs met by groups at different stages of group development.

UNIT-2

- 2.1 Group process: Bond, Acceptance, Isolation, Rejection,
- 2.2 Sub-Group formation, withdrawal and Control.

BLOCK 2 Group Work Process

UNIT 3

- 3.1 Social Group Work: Meaning, definition, purpose, principles,
- 3.2 models and Historical Development of Group Work.

UNIT-4

- 4.1 Group Work process: Intake study, Diagnosis, Treatment, Evaluation, Follow-up and Termination.

BLOCK 3 Programme Planning

UNIT 5

- 5.1 Programme Planning: Meaning, definition, principles,
- 5.2 process and the place of agency in Programme planning.

UNIT 6

- 6.1 Programme laboratory values and techniques: Games, Singing, Dancing,
- 6.2 Dramatics, Street play, Puppetry

UNIT-7

- 7.1 Group discussions, Parties, Excursion
- 7.2 Psycho-drama, Socio-drama, Role play, Brain Storming
- 7.3 Camping, Planning and Conducting Camps

BLOCK 4 Skills of Group Worker

UNIT-8 :

- 8.1 Leadership: concepts, definition, theories,
- 8.2 Leadership Types, characteristics, functions and qualities of leader.

UNIT-9

- 9.1 Group Work Supervision: meaning, need, purpose,
- 9.2 Tasks, type, purpose and functions of supervision.

UNIT-10

Group work tools: Sociometry and Sociogram.

BLOCK 5 Group Work Recording

UNIT 11

- 11.1 Group Work Recording: meaning, purpose,
- 11.2 Principles of Group Work and summary records.

UNIT-12

- 12.1 Group work evaluation: meaning and its place in group work,
- 12.2 Steps in group work evaluation.

UNIT-13

- 13.1 Role of Group worker: as enabler, stimulator, supporter, guide, educator, therapist and supervisor.

UNIT-14

- 14.1 Applications of group work methods in different settings- Educational, Hospital, Correctional, Industrial etc.

Books for reference:

1. Fred Milson: Skills in Social group work
2. Gisela Konapka G (1983): Social Group work – A helping process, Engle Wood, Cliffs. N.J., Prentice Hall
3. HarleighB.Trecker: Social Group work, Principles and Practices, Prentice Hall; NJ
4. Gisela Konapka: Social Group work – A helping process, Engle Wood, Cliffs. N.J., Prentice Hall
5. Gisela Konapka: Group work in Institutions



TAMIL NADU OPEN UNIVERSITY

Department of Social Work

School of Social Sciences

Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : Sociology for Social Work

COURSE CODE : MSW-AL-11

COURSE CREDIT : 02

COURSE OBJECTIVES

While studying **Sociology for Social Work**, the learner shall be able to:

- Critically understand the concept and content of Social Problems in India..
- Develop the capacity to identify linkages between social needs, problems development issues and policies.
- Locate strategies and skills necessary for social development, social justice ,gender justice and equality..

COURSE OUTCOMES

After completion of the **Sociology for Social Work**, the learner will be able to:

- Critically analyze the causes and consequences of Social problems in India
- The learners will Develop the capacity to identify linkages between social needs, problems development issues and policies
- Develop necessary skills for social development ,social justice ,gender justice and equality..

BLOCK 1 Society

UNIT-1 – Economic and political Concepts

1.1 Meaning and characteristics of Society,

1.2 Community, Institution, Association. Social groups,

UNIT 2

2.1 Concept of culture: Meaning, Acculturation, Enculturation,

2.2 Cultural lag, Cultural relativism.

BLOCK 2 Social Stratification

UNIT-3

3.1 Social stratification: Basis of stratification,

3.2 Status and Role, Caste, Class and Power in India,

UNIT-4

4.1 Caste system in India,

4.2 Social mobility.

BLOCK 3 Social Problems

UNIT-5

5.1 – Concept and meaning, Problem of population,

- 5.2 Factors causing population explosion, Problems of illiteracy, Unemployment
- 5.3 Dowry, Divorce
- 5.4 Bonded Labour, child Labour
- 5.5 Terrorism, Trafficking, Alcoholism, Drug addiction
- 5.6 Communicable and non Communicable diseases

BLOCK-4 Social Development

UNIT 6

- 6.1 Social Development: Concept and indicators of social development
- 6.2, Models of social development: Socialistic, capitalistic, mixed economy,
- 6.3 Voluntary sector and people's participation.

BLOCK 5 Social Work, Politics and Power

UNIT-7

- 7.1 Role of the State in Policy development,
- 7.2 policy planning and processes

UNIT 8

- 8.1 Current Policies, legislations and Programmes for marginalized groups – women, children,
- 8.2 Unorganized labour, dalits, tribals, disabled and other excluded groups

Reference:

1. *Census of India*, Government of India, New Delhi, 2011
2. Dandekar V.M., *Indian Economy*, Himalaya Publishing House, New Delhi, 1999
3. Dutt&Sundaram, *Indian Economy*, KalyaniPublishers, New Delhi.,2001
4. Ghosh, B.N., *Political Economy -New Colonialism for Third World Countries*, Sterling Publishers, N. Delhi,1985
5. Michel Todaro, *Economic Development*, Berrett-Koehler Publishers,2000
6. . Bailey, F.G., *Caste & Economic Frontier*.
7. Bottomere, T., *Sociology – A Guide to Problems & Literature*.
8. Denle, Y.B., *Caste, Religion & Politics in India*.
9. Davis, K.I. *Human Society*. Kapadia,
10. K.M. Marriage & Family in India. Kothari Rajni. *Caste in Indian Politics*.
11. Maclver, R.M. and Page C. *Society - An Introductory Analysis*.
12. Singer, M. *Traditional India: Structure and Change*.
13. Srinivas, M.N. *Caste in Modern India*. Srinivas, M.N. *Social Change in India*
14. . Gore, M.S. *Some Aspects on Social Development*.
15. Kulkarni, P.D. *Social Policy in India*.
16. Murthy , M.V. (ed.). *Aspects of Social Development*. Singh Tarlok. *Towards on Integrated Society*.



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : Economic and Political Systems
COURSE CODE : MSW-14
COURSE CREDIT : 02

COURSE OBJECTIVES

While studying **Economic and Political Systems**, the learner shall be able to:

- To understand the economic and political concepts relevant for social Work
- To understand India as a developing economy and administrative structures
- To understand developmental issues in India.

COURSE OUTCOMES

After completion of the **Economic and Political Systems**, the learner will be able to:

- Acquire Knowledge on economic and political concepts relevant for social Work
 - The learners will gain knowledge on developing economy and administrative structures
 - Critically analyze developmental issues in India
-

BLOCK 1 Basic Concepts for Social Work

UNIT-1 – Economic and political Concepts

- 1.1- Economic and Political concepts relevant for social Work
- 1.2- Rural and Urban Economic structure

UNIT-2- Political Structure

- 2.1 Political structure and political parties
- 2.2 GDP, GNP, Rural Urban differences

BLOCK 2 Indian Economy

UNIT-3 India as a Developing Economy

- 3.1 Meaning, Concepts and Characteristics,
- 3.2 Models of development

UNIT-4 Poverty.

- 4.1 Definition, Concept, Meaning and Types
- 4.2 Poverty alleviation Programmes

BLOCK 3 Developmental Issues in India

UNIT-5 Issues in development

- 5.1 – Various issues in development

5.2- Globalization, Privatization, Liberalization

BLOCK4 Administrative Structures

UNIT-6 Panchayati Raj System

6.1 Urban Local Bodies

UNIT 7 Economic System

7.1 Capitalism, Socialism, mixed economy

7.2 Policy formulation and planning in India

BLOCK 5 Social Work ,Politics and Power

UNIT-8 State Power

8.1 Government, authority, political culture

8.2 Legitimacy, Import and Export policies

Reference:

1. Agarwal, A.N. *Indian Economy: Nature, Problem and Progress*. New Delhi: VikasNirajPrakash, 1994.
2. Dutt, Ruddar, Sundharam, K.P. M. *Indian Economy*. New Delhi: Chand & Company, 2006.
3. Kumar, H. *Social Work and Developmental Issues*. New Delhi: Aakar Books, 2005.
4. Adams, R. Dominelli and Payne. M. *Social Work – Themes, Issues and Critical Debates*. New York: Palgrave in association with the Open University, 2002.
5. Bhat, Anil. *Development and Social Justice - Micro Action by Weaker Section*. New Delhi: Sage Publications, 1989.
6. Bhattacharya, S. *Social Work Administration and Development*. Jaipur: Rawat, 2006.
7. Dahiwal, S. M. *Understanding Indian Society - The Non-Brahmanic Perspective*. Jaipur: Rawat Publications, 2006.
8. Jogdand, P.G. and Michael. S. M. *Globalisation and Social Movements - Struggle for a Humane Society*. Jaipur: Rawat Publications, 2006.
9. Pant, S.K. *Human Development- Concept and Issues in the Context of Globalisation*. Jaipur; Rawat, 2006.



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : Social Welfare Administration
COURSE CODE : MSW-16
COURSE CREDIT : 04

COURSE OBJECTIVE

While studying the **Social Welfare Administration**, the student shall be able to:

- Understand Social Welfare Administration as a method of Social Work
- Understand legal aspects of Social Welfare Administration
- Learn skills to execute Social Welfare programmes

COURSE OUTCOMES

After completion of **Social Welfare Administration**, the student will be able to:

- The learners will acquire knowledge on Social Welfare Administration as a method of Social Work
- The learners will understand legal aspects of Social Welfare Administration
- The learners will gain knowledge and skills to execute Social Welfare programmes

BLOCK 1 Introduction to Social Welfare Administration

UNIT-1– Understanding Social Welfare Administration

- 1.1- Meaning , Concept, Nature
- 1.2- Scope and Principles

UNIT-2-Social Welfare Administration in India

- 2.1** National Level and State level Social Welfare Departments-
Structure and Functions
- 2.2** Transparency and accountability of Social Welfare Organization

UNIT-3Functions of Social Welfare Administration

- 3.1 POSDCORB-planning, organizing, Staffing, Directing
coordinating, Reporting, Budgeting.
- 3.2 Fund raising, Accounting and auditing

BLOCK 2 Non Governmental Organizations

UNIT-4 Establishing a NGO

- 4.1 –NGOs in India
- 4.2- Functions of NGO

UNIT-5 Types and Purpose of Social Service Organisations

- 5.1- Registration of Societies and Trusts
- 5.2-Constitution and Byelaws

5.3 Factors motivating voluntary services

UNIT-6 Laws Related to NGOs

6.1 Types of Registrations FCRA, FERA

6.2 Tax Exemptions

BLOCK3 National and International Social Service Organisations

UNIT-7 Social Service Organizations in India

7.1 NGOs in India and their functions

7.2 International Organizations and their functions

UNIT-8 Problems of Voluntary Organizations

8.1 Sources of Funding

8.2 Management of funds

BLOCK 4 Communication in Social Welfare Administration

UNIT-9 Communication in Administration

9.1 Meaning, concept and Importance

9.2 Types of Communication

UNIT 10 Social Welfare Administration and Social Change

10.1 SWA in Different settings

10.2 SWA as an instrument of social change

UNIT 11 Welfare Programmes in India

11.1 Welfare programmes-Women, Children, Youth, Aged,

11.2 Destitutes, Differently aged, SC/ST

UNIT 12 Social Security Schemes

12.2 Central and State Government schemes for social security

12.3 Integrated Child development Services

BLOCK 5 Resource Mobilization

UNIT 13 Grant in AIDS

13.1 Funding agencies in India-Central and State

13.2 Resource mobilization-

UNIT 13 Monitoring and Evaluation

14.1 Monitoring and Evaluation of Social welfare programmes

14.2 Recording and Documentation

REFERENCE BOOKS :

Bhattacharya, Sanjay. *Social Work Administration and Development*. Jaipur: Rawat, 2006.

Chowdhry, Paul. D. *Social Welfare Administration*. New Delhi: Atma Ram, 1970.

Danis, Kathi, *Human Behavior at Work*, McGraw Hill, New Delhi, 1977

Dharmarajan, Shivan. *NGO Development Initiative and Public Policy*. New Delhi: Kanishka, 1998.

Kirs. Ashman. Karen. K. *Introduction to Social Work and Social Welfare, Critical Thinking Perspectives*, U.S.A: Thomson, 2003.

Lalitha, N.V, *Status Of Voluntary Effort in Social Welfare*, NIPCCD, New Delhi, 1982

Parmar, P. M. *Social Work and Social Welfare in India*. New Delhi: Sublime, 2002.

Pawar, S. N. Ambedkar, J. B. and Shrikant, D. *NGOs and Development: The Indian Scenario*. New Delhi: Rawat, 2004.

Skidmore, Rex, A. *Social Work Administration Dynamic Management and Human Relationships*. New Jersey: Prentice Hall, 1990.

Wormer, Van, Katherine., *Introduction to Social Welfare and Social Work*, London: Thomson, 2006



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – III year (Distance Mode)

COURSE TITLE : Human Rights and Social Legislations
COURSE CODE : MSW-17
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the **Human Rights and Social Legislations**, the student shall be able to:

- Understand *the concept of Human Rights and its significance in social work.*
- To critically analyse *challenges and issues of human rights violation.*
- *To provide an overview of social legislation*

COURSE OUTCOMES

After completion of **Human Rights and Social Legislations**, the student will be able to:

- The learners will acquire knowledge on *Human Rights and its significance in social work*
- The learners will critically analyse *challenges and issues of human rights violation.*
- The learners will gain knowledge on *social legislations.*

BLOCK 1 Introduction to Human Rights

UNIT-1 –

1.1 meaning, concept and nature;

1.2 Classification-of Rights: Natural, Moral and Legal Rights,

UNIT-2

1.3 Three Generations of Human Rights- Civil and Political Rights; Economic, Social and Cultural Rights;.

BLOCK 2 Human Rights in the Context of Crime and Punishment

UNIT 3

3.1 Human Rights in the context of crime and punishment –

3.2 Right to information Act and the context of Human Rights violation.

UNIT-4

- 4.1 Agencies to protect Human Rights - National Human Rights Commission
- 4.2 State Human Rights Commissions,

BLOCK3 Rights of Women and Children

UNIT 5

- 5.1 Rights of Women – Female feticide, infanticide and selective abortion
- 5.2 Physical assault and sexual harassment- domestic and work place violence
- 5.3 remedial Measures

UNIT-6

- 6.1 Rights of Children-protection, survival, developmental.
- 6.2- UN Convention on Child Rights.

BLOCK 4 Social Legislations

UNIT-7 Personal laws

- 7.1 Marriage, Divorce
- 7.2 Maintenance, Guardianship and succession

UNIT 8 Legislation for Public Good

- 8.1 Protection of Human Rights Act 1993,
- 8.2 Right to Information Act 2005

UNIT-9

- 9.1 Rural Employment Guarantee Act 2005,
- 9.2 PIL , Legal Aid

UNIT 10 Legislation for Children I

- 10.1 The Prohibition of Child Marriage Act, 2006
- 10.2 Right to Education Act, 2009

UNIT-11

- 11.1 Child labour (prohibition and regulation) Act 1986
- 11.2 Prenatal Diagnostic Techniques Act 1994

UNIT 12 Legislation for Children II

- 12.2 The Juvenile Justice (care and Protection) Act 2015
- 12.3 The Protection of Children From Sexual Offences Act, 2019

BLOCK 5 Women and Socially Disadvantaged

UNIT 13 Legislations for women

- 13.1 The Immoral Traffic (Prevention) Act, 1956,
- 13.2 Dowry prohibition Act, 1961,
- 13.3 Indecent representation of Women Act 1986,
- 13.4 Protection of Women from Domestic Violence Act 2005,
- 13.5 Sexual harassment of Women in work place Act, 2013

UNIT 14 Legislations for Socially disadvantaged I

- 14.1 Bonded Labour System (Abolition) Act, 1976

13.2 Mental Health Care Act, 2017

13.3 SC/ST Prevention of Atrocities Act 1989 & rules 1995

UNIT 15 Legislations for socially disadvantaged II

14.1 Rights of Persons with Disabilities Act, 2016

REFERENCE BOOKS :

1. Rao, M., S., A., *Social Movements in India*. New Delhi: Manohar, 2004.
2. Srinivas, M., N., *Social Change in Modern India*. New Delhi: Orient Longman, 2003.
3. Thompson, N., *Understanding Social Work - Preparing and Practice*. New York: Palgrave Macmillan, 2002.
4. Chandru, Geetha. 1998 Chowdry, Paul. 1992
5. Child and Law in India, Indian Council for Child Welfare, Chennai
6. Social Welfare Administration, Atma Ram and Sons, Delhi.
7. Handbook for the Management of Voluntary Organisations, Alpha Publications, Chennai.
8. Agarwal, H.O, *International Law and Human Rights*, Central law Publications, 2002.
9. Alok Chakravati, *Protecting Human Rights*, Reference Press, New Delhi, 2003
10. Bajwa G.S, *Human Rights in India*, Anmol Publishers, 1995
11. Gupta D. N, *Human Rights Acts, Statutes and Constitutional Provisions*, Kalpaz Publications, 2003
12. Jayashree P.M, *Dalit Human Rights Violation*, Vol.1, National Campaign, 2000
13. Khanna, H.R, *The Judicial System*, 11 P.A, New Delhi, 1980
14. Ramphal, *Perspectives in Human Rights*, Rawat Publications, 2001
15. Syed,M. H, *Human Rights-The New Era*,Kilaso Books, 2003



Tamil Nadu Open University
Name of the School
Chennai – 15

Master of Social Work - Syllabus – I year (Distance Mode)

COURSE TITLE : Human Rights and Social Legislations
COURSE CODE : MSW-17
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the **Human Rights and Social Legislations**, the student shall be able to:

- Understand *the concept of Human Rights and its significance in social work.*
- To critically analyse *challenges and issues of human rights violation.*
- *To provide an overview of social legislation*

COURSE OUTCOMES

After completion of **Human Rights and Social Legislations**, the student will be able to:

- The learners will acquire knowledge on *Human Rights and its significance in social work*
- The learners will critically analyse *challenges and issues of human rights violation.*
-
- The learners will gain knowledge on *social legislations.*

BLOCK 1 Introduction to Human Rights

UNIT-1 –

1.1 meaning, concept and nature;

1.2 Classification-of Rights: Natural, Moral and Legal Rights,

UNIT-2

1.3 Three Generations of Human Rights- Civil and Political Rights; Economic, Social and Cultural Rights;.

BLOCK 2 Human Rights in the Context of Crime and Punishment

UNIT 3

3.1 Human Rights in the context of crime and punishment

3.2 Right to information Act and the context of Human Rights violation.

UNIT-4

4.1 Agencies to protect Human Rights - National Human Rights Commission

4.2 State Human Rights Commissions,

BLOCK3 Rights of Women and Children

UNIT 5

- 5.1 Rights of Women – Female feticide, infanticide and selective abortion
- 5.2 Physical assault and sexual harassment- domestic and work place violence
- 5.3 remedial Measures

UNIT-6

- 6.1 Rights of Children-protection, survival, developmental.
- 6.2- UN Convention on Child Rights.

BLOCK 4 Social Legislations

UNIT-7 Personal laws

- 7.1 Marriage, Divorce
- 7.2 Maintenance, Guardianship and succession

UNIT 8 Legislation for Public Good

- 8.1 Human Rights Act 1993, RTI Act 2005

UNIT-9

- 8.2 Rural Employment Guarantee Act 2005, PIL , Legal Aid

UNIT 10 Legislation for Children I

- 10.1 Child marriage restraint(ammendment) Act1978

UNIT-11

- 10.2 Child labour (prohibition and regulation)Act 1986
- 10.2 Central Adoption resource Agency Guidelines

UNIT 11 Legislation for Children II

- 11.1 Prenatal Diagnostic Techniques Act 1994
- 11.2 The Juvenile Justice (care and Protection) Act 2000

BLOCK 5 Women and Socially Disadvantaged

UNIT 12Legislations for women

- 12.1 Prevention of Immoral Trafficking, Dowry prohibition, indecent representation of Women Act 1986,
- 12.2 Domestic Violence Act 2005, Sexual harassment in work place Act

UNIT 13 Legislations for Socially disadvantaged I

- 13.1 Bonded Labour System(Abolition)Act ,
- 13.2 Mental health Act 1986
- 13.3 SC/ST Prevention of Atrocities Act 1989& rules 1995

UNIT 14 Legislations for socially disadvantaged II

- 14.1 Persons with disabilities (Equal protection of Rights and opportunity and Full participation) Act 1995

REFERENCE BOOKS :

16. Rao, M., S., A., *Social Movements in India*. New Delhi: Manohar, 2004.
17. Srinivas, M., N., *Social Change in Modern India*. New Delhi: Orient Longman, 2003.
18. Thompson, N., *Understanding Social Work - Preparing and Practice*. New York: Palgrave Macmillan, 2002.
19. Chandru, Geetha. 1998 Chowdry, Paul. 1992
20. Child and Law in India, Indian Council for Child Welfare, Chennai
21. Social Welfare Administration, Atma Ram and Sons, Delhi.
22. Handbook for the Management of Voluntary Organisations, Alpha Publications, Chennai.
23. Agarwal, H.O, *International Law and Human Rights*, Central law Publications, 2002.
24. Alok Chakravati, *Protecting Human Rights*, Reference Press, New Delhi, 2003
25. Bajwa G.S, *Human Rights in India*, Anmol Publishers, 1995
26. Gupta D. N, *Human Rights Acts, Statutes and Constitutional Provisions*, Kalpaz Publications, 2003
27. Jayashree P.M, *Dalit Human Rights Violation*, Vol.1, National Campaign, 2000
28. Khanna, H.R, *The Judicial System*, 11 P.A, New Delhi, 1980
29. Ramphal, *Perspectives in Human Rights*, Rawat Publications, 2001
30. Syed,M. H, *Human Rights-The New Era*,Kilaso Books, 2003



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus –I year (Distance Mode)

COURSE TITLE : **Psychology for Social Work**
COURSE CODE : **MSW-AL-12**
COURSE CREDIT : **02**

COURSE OBJECTIVES

While studying **Psychology for Social Work**, the learner shall be able to:

- To understand the factors contributing to human personality
- To understand the concepts for effective social work
- To understand the physical, Psychological and Social Changes of development Stages.

COURSE OUTCOMES

After completion of the **Psychology for Social Work**, the learner will be able to:

- Acquire factors contributing to human personality
- understand the concepts for effective social work
- The learners will gain knowledge on physical, Psychological and Social Changes of development Stages.

BLOCK 1 Introduction to Psychology

UNIT-1 – Understanding Psychology

- 1.1- Definition, Scope and Methods
- 1.2- Relationship between Developmental Psychology and Social Work

UNIT-2-Basic Concepts in Psychology

- 2.1 Need – Definition, Nature and Types
- 2.2 Emotion-Meaning and Definition, Emotional Quotient.

BLOCK 2 Human Behaviour

UNIT-3Understanding Human Behaviour

- 3.1 Human Behaviour-Concepts, -Heredity and Environment
- 3.2 Psychological Theories for Understanding Behaviour- Freud, Ericson, Adler and Maslow

BLOCK 3 Socialization

- UNIT -4
 - 3.1 Meaning and Process
 - 3.2 Adjustment- Nature, Effective Adjustment
- UNIT-5
 - 3.3 Attitudes, Behaviour, Prejudice and Perception

3.4 Maladaptive behavior, Antisocial personality, coping and Defense Mechanism

UNIT -6

3.5 Psychosomatic Disorders

BLOCK4 Stages of Development –I

UNIT-7 Childhood and Adolescence

7.1 Understanding Prenatal, Child Birth, Infancy Babyhood, -Characteristics

7.2 Adolescence- Physical Changes, puberty, Behavioural Changes, Period of Storm and Stress, Identity Crisis, Peer Group, Family friction, Social relationship and sexuality.

BLOCK 5 Stages of Development –II

UNIT-8 Adulthood and Old Age

8.1 Understanding Early Adulthood, vocational Adjustment, Marital Adjustment, Adjustment to Parenthood, Middle Age, Middle Age adjustments in family, Widowhood.

8.2 Preparation for Old age, Meaning and Process, characteristics, Social and Psychological, Common Health Issues, Assessing the needs of the elderly, Preparation for old age.

Books for reference:

1. Bhatia, Hansraj, *Elements of Social Psychology*, Somaiya Publications, Bombay, 1970
2. Engler, Barbara, *Personality Theories- An Introduction*, 3rd edition, Houghton Muffin, Company, Boston, 1991
3. Morgan, Clifford, T, *Introduction to Psychology*, McGraw-Hill Book Company- New York, 1986
4. Munn L. Norman, *Introduction to Psychology*, Oxford & IBH Publication, 1975
5. Sherif & Sherif, *Social Psychology*, Harper & Row Publishers, 1969.
6. Bee, Helen, L. Sandra, k. Mitchell, *The Developing Person - A Life Span Approach - 2nd Ed*, Harper & Row Publishers, New York, 1984
7. Hall Calvin, Lindzey Gardner. *Introduction to Personality Theory*. New York: John Wiley and Sons, 2000.
8. Hurlock, Elizabeth. *Developmental Psychology a Life-Span Approach*. New Delhi: Tata McGraw-Hill, 2007.
9. Hurlock, Elizabeth, *Child development*, 6th Edition, International Student Ed, McGraw Hill Publishing Co, USA, 1988
10. Newman and Newman, *Development through Life*. U.S.A: Thomson Wadsworth, 2003.
11. Schwebel, Andrew, I. Harvey, A. Barocas. *Personal Adjustment and Growth*. U.S.A: Wm. C. Brown Publishers, 2000.



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – II year (Distance Mode)

COURSE TITLE : Communication for Social Work
COURSE CODE : MSW-22
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the **Communication for Social Work**, the student shall be able to:

- Understand the significance of communication for Social Work Profession
- Understand types and process of Communication
- Learn skills to plan communication for social work methods.

COURSE OUTCOMES

After completion of **Communication for Social Work**, the student will be able to:

- The learners will acquire knowledge on communication for Social Work Profession
- The learners will understand types and process of Communication
- The learners will gain knowledge and skills to plan communication for social work methods.
-

BLOCK 1 Introduction to Communication

UNIT-1 – Understanding Social Welfare Administration

- 1.1- Meaning, Concept, Characteristics and Elements
- 1.2- Types of Communication-verbal and Non verbal

UNIT-2 Style based communication types

- 2.1- Different Styles of communication- Assertive, Aggressive, passive,
- 2.2 Leadership styles and Communication

UNIT 3 Communication process

- 3.1 Process of Communication
- 3.2 Essentials of Communication
- 3.3 barriers to communication

BLOCK 2 Models and Theories of Communication

UNIT-4 Models of Communication

- 4.1 –Shannon, Derrivative, new Model
- 4.2- Communication theories

UNIT-5 Model development

- 5.1- Meaning, concept, Process of model Development
- 5.2-Approaches to development
- 5.3 Problems and issues in development

UNIT-6 Developing Societies

- 6.1 Characteristics if developing societies

6.2 Development issues- national, Regional, Local levels

BLOCK3 Development Communication

UNIT-7 Understanding Development Communication

- 7.1 Meaning, concept, role of media
- 7.2 Strategies for development communication

UNIT-8 Barriers in Communication development

- 8.1 Social, cultural and Economic barriers
- 8.2 Case Studies and Experience

UNIT-9 Policy for Development Communication

- 9.1 Development Communication policy
- 9.2 Strategies and Action plans

BLOCK 4 Communication Planning

UNIT-10 Communication Planning

- 10.1 Meaning and Scope
- 10.2 Role of Communication Planner

UNIT 11 Training and Communication

- 11.1 Importance of Training
- 11.2 Training for effective communication

BLOCK 5 Practicing Development communication

UNIT 13 Media and Communication

- 13.1 Visual, Audi visual, folk, electronic, film and video
- 13.2 Mass Media and Communication

UNIT 14 Skills for Social workers

- 14.1 Writing, verbal, planning and campaigning
- 14.2 Skills for mass media, Extension Education, Ethics of Communication

REFERENCE BOOKS :

1. Harry Shefter, *How To Prepare Talks And Oral Reports*. Pocket Publication, South, Glemorgan, 1963
2. Joseph Kivlinet all, *Communication in India: Experiments in Introducing Change*, National Institute of Community Development: India, 1968
3. Kaul, H.K, *The Craft of Writing*, Arnold-Heinemann, 1978
4. Murphy, *Mass Communication and Human Interaction*, Houghton Mifflin Harcourt (HMH), 1977
5. NarasimaReddy.V, *How to Be A Good PRO*, Shaheeb Publications, Hyderabad, 1974



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – II year (Distance Mode)

COURSE TITLE : **Fields of Social Work I**
COURSE CODE : **MSW-23**
COURSE CREDIT : **04**

COURSE OBJECTIVES

While studying the **Fields of Social Work I**, the student shall be able to:

- Understand the concepts of Human Resource Management and Development
- Understand the concepts of Community Development
- Develop skills for application Social Work methods in HRM, HRD and CD

COURSE OUTCOMES

After completion of **Fields of Social Work I**, the student will be able to:

- The learners will understand the concepts of Human Resource Management and Development
- The learners will understand the concepts of Community Development
- The learners will gain Develop skills for application Social Work methods in HRM, HRD and CD
-

BLOCK 1 Introduction to Social Work Research

UNIT-1 – Understanding HRM

- 1.1- Definition, Concept, Evolution,
- 1.2- Relevance of Organizational Behaviour in HRM

UNIT-2 HRM Approaches

- 2.1 –HRM Models
- 2.2- personnel Vs Strategic HRM
- 2.3 Strategic HRM approaches

UNIT-3 Human Resource Development(HRD)

- 3.1- Approaches of HRD
- 3.2-Significance and Scope of training and Development

UNIT 4 Training in HRM

- 4.1 Types of Training in organizations
- 4.2 performance Appraisal, Career and Succession planning
- 4.2 Compensation management

BLOCK 2 Industrial Relations (IR) and labour laws

UNIT-5 Understanding IR

- 5.1 Concept and approaches

5.2 HR Policies and practices

UNIT 6 Committees in an Organization

6.1 Statutory Committees

6.2 Non Statutory Committees

UNIT-7 Important Activities in Organizations

7.1 Disciplinary Measure by organizations

7.2 Process of negotiations

7.3 Process of Grievance handling

7.4 Work stress, Counselling at work Place

7.5 Negotiation between workers and management.

UNIT 8 Overview of significant Labour Legislation

8.1 Factories Act 1948

8.2 ESI Act

8.3 Maternity Benefits Act

8.4. PF ACT

8.5 Industrial Relations and Dispute handling

BLOCK 3 Introduction to Community Development (CD)

UNIT-1 – Understanding Community Development

1.1- Definition, Concept, Evolution

1.2- Principles, Scope, Characteristics

UNIT-2Rural Community

2.1- Rural Community- Meaning,

2.2 Rural Community Problems

UNIT 3 Rural Community Development

3.1 Micro and Macro Development

3.2 Rural Development Administration; At the Block level;

3.3 Role of NGOs in Rural Development in India;

3.4 73rd Constitutional Amendment.

3.5 Significant Rural development Programmes

BLOCK 4 Urban Community development

UNIT-4 Origin & Growth of Cities

3.1- Industrialization , Characteristics of cities

3.3 Rural Urban Contrast, Urban problems

UNIT-4 Urban Slums

4.1- Socio Psychological problems of Slum dwellers,

4.2-Policies, programmes and Laws relating to slums

UNIT 5 Urban Development ,

5.1 Urban Development Indicators

5.2 Structure and Function of Urban Local Bodies

UNIT 6 Urban Development Process

5.3 Urban Community Development- Principles and Process

5.4 Significant Urban development programmes

BLOCK5 Indigenous Communities and Tribal Development

UNIT-7 Understanding Indigenous Communities

7.1 Theoretical understanding of Communities and Caste system in India, Untouchability

7.2 Development and underdevelopment of Dalits; Access to Health, Education and right to development.

7.3 State and Civil Society in Dalit empowerment reservation and positive discrimination;

References

1. Bhatia, B.S. *Rural Development Management*, New Delhi: Deep & Deep, 2003.
2. Behera M.C. *Globalising Rural Development*, New Delhi: International Development Research Centre, 2006.
3. David, Atchoarena, *Education for Rural Development*, Rajasthan: Rawat, 2003.
4. Gupta, K.R. *Rural Development in India*. Vol.1, New Delhi: Sarup & Sons, 2003.
5. Jacob Z. Thud Para, *Urban Community Development*, New Delhi: Rawat, 1993.
6. Jain, Rashmi. *Communicating Rural Development*, Jaipur: Rawat, 2003.
7. Kumar, A. *Tribal Development In India*, New Delhi: Sarup & Sons, 2002.
8. Lalitha, N. *Self-help groups in rural development*, New Delhi: Atlantic, 2003.
9. Narayan, Sachindra. *The Dynamics of Tribal Development. Issues and Challenges*, New Delhi: Gyan, 2002.
10. Patnaik N. *Tribes and their Development- A Study of Two Tribal Development blocks in Orissa*, Hyderabad: National Institute of Community Development, 1977.
11. Prasad B.K. *Rural Development: Concept, Approach and Strategy*, New Delhi: Sarup & Sons, 2003.
12. Reddy, Sateesh K. *Multi-Faceted Rural Development Dominant*, New Delhi: 2002.
13. Rengasamy, S. *Introduction to Rural Community Development*, Madurai: Institute of Social Sciences, 2010
14. Rengasamy, S. *Introduction to Urban Community Development*, Madurai Institute of Social Sciences, 2010.
15. Sharma A.N. *Tribal development in Andaman Islands*, New Delhi: Sarup & Sons, 2003.



TAMIL NADU OPEN UNIVERSITY

**Department of Social Work
School of Social Sciences**

Chennai – 15

COURSE TITLE : Social Work Research and Statistics
COURSE CODE : MSW-
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the **Social Work Research and Statistics**, the student shall be able to:

- Understand the concepts of Social Work research
- familiarize with Research Design and sampling techniques
- Learn basic statistical methods for social work research

COURSE OUTCOMES

After completion of **Social Work Research and Statistics**, the student will be able to:

- The learners will understand the concepts Social Work research
- The learners will familiarize with Research Design and sampling techniques
- The learners will gain knowledge on basic statistical methods for social work research

BLOCK 1 Introduction to Social Work Research

UNIT-1 – Understanding Social Work Research

- 1.1- Definition, Meaning, significance, Characteristics of Social research
- 1.2- Social research and Social Work research
- 1.3 Meaning and Characteristics of Social Work Research

UNIT 2 Types of Social Work research

- 2.1 Intervention Research
- 2.2 Practice based research;
- 2.3 Action research;
- 2.4 Need Assessment Research.
- 2.5 Situational Analysis

BLOCK 2 Research designs for Social Work research

UNIT-4 Research Designs

- 4.1- Meaning and Definition
- 4.3 Components of research design

UNIT-5 Types of research design

- 5.1- Exploratory, Descriptive, Experimental

- 5.2 Survey and Case Study,
- 5.2-Quantitative and Qualitative Research designs

BLOCK3 Research Methodology

UNIT-6 Steps in Research Methodology

- 6.1 Problem Identification, Literature Review, Formulation, Objectives and Hypothesis, Concepts, Definitions;
- 6.2 Introduction to Methods Of Data Collection

UNIT-7 Sampling

- 7.1 Meaning and definition, Importance
- 7.2 Probability Sampling
- 7.3 Non Probability Sampling
- 7.4 Advantages and Limitation of both types

BLOCK 4 Methods of data Collection and Data Processing

UNIT-8 Various Methods of Data Collection

- 8.1 Interviewing, Questionnaire, Observation And Focused Group Discussion.
- 8.2 Tools for data Collection- Interview Schedule, Interview Guide, Questionnaire, Sources Of Data Collection: Primary And Secondary Data.

UNIT 9 Processing of Data

- 9.1 Editing, Coding, Tabulation, Graphical & Diagrammatic Representation Of Data.
- 9.2 Graphical & Diagrammatic Representation Of Data.

BLOCK 5 Basic Statistics for Social Work Research

UNIT 10 Understanding Statistics

- 10.1 Definition and Functions
- 10.2 Importance of Statistics

UNIT 11 Frequency Distribution

- 11.1 Frequency Distribution and tabulation
- 11.2 Ratio Proportion and Percentage

UNIT 12 Application of Descriptive Statistics

- 12.1 Measures of Central Tendency-Mean, Median Mode,
- 12.2 Measures of Variability-Standard and Quartile deviation

UNIT 13 Application of Measures of Association and Variance

- 13.3 Measures of Association- Chi Square, t distribution
- 13.4 classification, tabulation, interpretation of data

UNIT 14 Qualities of Researcher

- 14.1 Objectivity and Unbias, curiosity, understand causal relations.
- 14.2 Research report- Significance and steps in writing report.

REFERENCE BOOKS :

1. Alan Bryman, *Social Research Methods*, Oxford University Press, New Delhi, 2004.
2. Earl Babbie, *Adventures in Social Research using SPSS*, Pine forge Press, New Delhi, 1998.
3. Gupta S.P, *Statistical Methods*, Sultan Chand Publishers, New Delhi,2005.
4. Kothari C.R., *Research Methodology – Methods and Techniques*, Wilsey Eastern Ltd, New Delhi,2004.
5. Janet M.Ruane, *Essentials of Research Methods*, Blackwell Publishing, UK, 2005.
6. Lakshmi Devi, *Encyclopedia of Social Research*, Anmol Publications, New Delhi. Vol. I, II, & III, 1997.
7. Lal Das D.K., *Practice of Social Research*, Rawat Publications, Jaipur, 2000.
8. Vijay Rohatgi, *An Introduction to Probability and Statistics*, A Wiley – Interscience Publications, John Wiley &Sones, Inc, New York, 2001.



TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus –II year (Distance Mode)

COURSE TITLE : **Social Entrepreneurship and Project Management**
COURSE CODE : **MSW-24**
COURSE CREDIT : **02**

COURSE OBJECTIVES

While studying **Social Entrepreneurship and Project Management**, the learner shall be able to:

- To understand the key elements of Social Entrepreneurship
- To understand the concepts and functions of Project Management.
-

COURSE OUTCOMES

After completion of the **Social Entrepreneurship and Project Management**, the learner will be able to:

- Explain the key elements of Social Entrepreneurship
- To demonstrate project management skills

BLOCK 1 Understanding Entrepreneurship

UNIT-1 – Understanding Psychology

- 1.1- Definition, Meaning and Characteristics of Entrepreneur
- 1.2- Role of Entrepreneurs in Socio economic growth of nation

UNIT-2-Entrepreneurship

- 2.1 Concept and Meaning of Entrepreneurship
- 2.2 Entrepreneurial Leadership and Motivation

BLOCK 2 Social Entrepreneurship

UNIT-3Basic Concepts of Social Entrepreneurship

- 3.1 Entrepreneurship Development Programmes
- 3.2 Institutions providing EDP in India.

UNIT 4 Banking and Microfinance

- 4.1 Schemes for Microfinance
- 4.2 Impact of Micro financing

BLOCK 3 Project Management

UNIT-5 Understanding Project Management

5.1 –Meaning of Project management

5.2- Social Entrepreneurship in Corporate India, Skills in project management

BLOCK4 Project Management Process

UNIT-6Understanding PM Process

6.1 Project Life Cycle

6.2 Project Assessment

BLOCK 5 Leadership and Resource planning

UNIT-7 Leadership

7.1 Leadership roles in sustaining projects

7.2 Outreach of Programme implementation process

7.3 Resource Mobilization Plans

UNIT 8 Value-Co Creation and Networking

8.1 Innovations for market and Social capital Creation

8.2 Tools of Social resource mapping

8.3 Impact Assessment in Social Entrepreneurship management.

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TAMIL NADU OPEN UNIVERSITY

Department of Social Work

School of Social Sciences

Master of Social Work - Syllabus – II year (Distance Mode)

COURSE TITLE	:	Counseling Skills and Techniques for social Work
COURSE CODE	:	MSW-25
COURSE CREDIT	:	02

COURSE OBJECTIVES

While studying the **Counseling Skills and Techniques for social Work** the student shall be able to:

- To develop theoretical base for counselling application.
- To acquire skills and techniques of counselling
- To develop knowledge about application of counselling in different settings.

COURSE OUTCOMES

After completion of the **Counseling Skills and Techniques for social Work** the student will be able to:

The learners will acquire knowledge on theoretical base for counselling application.

- Apply skills and techniques of counselling.
- Apply knowledge about application of counselling in different settings.

BLOCK 1 Understanding Counseling

UNIT I

1.1 Counseling: Definition, Professional nature, Historical development,

1.2 1.2 Types. Counseling skills in institutional settings

UNIT-2

2.1 Qualities of a counselor ,

2.2 Ethical guideline,

UNIT-3

3.1 The Counseling Relationship:- Regard & Respect, Confidentiality, Authenticity Empathy

3.2 Personal growth & Effectiveness of Counselor: concerns of self, attitudes, values and beliefs, , self – esteem, openness to other accepting personal responsibility,

BLOCK-2 Theoretical Approaches in Counseling

UNIT 4

- 4.1 Theoretical approaches to Counseling: Client – Centered, TA,
- 4.2 Rational emotive therapy, Cognitive approach,
- 4.3 Family therapy, behavior therapy, eclectic approach.

BLOCK-3 PROCESS OF COUNSELLING

UNIT -5

- 5.1 Counseling process: Problem Exploration and clarification and attending and listening,
- 5.2 helper's responses and client self – exploration, Helper's skills.

UNIT 6

- 6.1 Referred Problem, Defining the Problem, Psycho-social Factors causing the problem,
- 6.2 Diagnosis and Planning Problem Solving Process.

BLOCK-4 Skills for Counseling

UNIT-7

- 7.1 Communication skills - Assessment skills using standardized tests
- 7.2 Consultation skills Counselor as developmental consultant
- 7.3 Role in prevention and wellness

BLOCK-5 Areas of Social work Counseling

UNIT 8

- 8.1 Family Settings: Family and Marriage counseling, Gerontology counseling, Parenting counseling, Child and adolescent counseling Individual counseling:
- 8.2 Educational counseling, Employment counseling,
- 8.3 Deaddiction counseling, HIV- Aids counseling, Stress management, Anxiety and depression
- 8.4 Special population counseling- women, abuse victims, , persons with disability, attempted suicide
- 8.5 Use of information technology in counselling

References

1. Ramkrishnan, P.K. Social work counseling 2013 Black Prints
2. Gibson, R.K. Introduction to counseling and guidance 2008 Pearson Prentice Hall
3. Prashantham, B. J. Indian Case Studies in Therapeutic Counselling 1975 Christian Counselling Centre
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5. Riggel, S. Using Counselling Skills in Social Work 2012 Sage Publications India Pvt. Limited
6. Rao, S.N. Counselling Psychology 1987 Tata McGraw Hill Publishing Company
7. Gladding, S. T. Counselling: A Comprehensive Profession 1996 Prentice Hall
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9. Chung, R. & Bemak, F. Social Justice Counselling 2012 Sage Publications
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TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – II year (Distance Mode)

COURSE TITLE : Fields of Social Work II
COURSE CODE : MSW-27
COURSE CREDIT : 04

COURSE OBJECTIVES

While studying the **Fields of Social Work II** the student shall be able to:

- To develop capacity for observation and analyzing social realities.
- To develop an understanding of the role of a social worker in Medical and Psychiatry and Family and Child Welfare and Correctional setting.
- To develop skills in observation, interview, recording, group discussions and leadership.

COURSE OUTCOMES

After completion of the **Fields of Social Work II** the student will be able to:

The learners will acquire knowledge on the observation and analyzing social realities.

- Apply social work methods in Medical and Psychiatry and Family and Child Welfare and Correctional setting.

BLOCK 1 Medical Social Work and Psychiatric Social Work:

UNIT 1

- 1.1 Concept, Evolution, Roles,
- 1.2 Functions / Responsibilities of Medical Social Workers and Psychiatric Social Workers.

UNIT-2

- 2.1 Normal and abnormal behaviour,
- 2.2 Epidemiology, Etiology, Types,

UNIT-3

- 3.1 Schizophrenia, Mood Disorders, Neurotic Disorders,

UNIT-4

- 4.1 stress related Disorders,
- 4.2 Somatoform Disorders,

UNIT-5

- 5.1 Child and Mental Health Problems,
- 5.2 Adolescent and Mental Health Problems

BLOCK 2 Role of Social Worker in Medical and Psychiatry

UNIT 6

6.1 Clinical illnesses (and their manifestation, role of social worker in such illnesses; 6.2 psychosocial aspects related to various illnesses.

UNIT-7

7.1 Team work, application of social work methods in a clinical setting;
7.2 User movements in health.

UNIT8

8.1 Social Work Interventions in a clinical and non-clinical setting; working with individuals, groups, families and communities;
8.2 social action and advocacy; health research;
8.3 administration and role of a social work department in a hospital setting;
8.4 fund raising and resource mobilization.

BLOCK 3 Family & Child Welfare and Correctional setting

UNIT-9

9.1 Family & Child Welfare: Foster Care, Adoption Services,
9.2 Family Counseling Centre, Child Guidance Clinics,
9.3 Sex Education, Premarital Counseling

UNIT-10

10.1 Correctional Setting- Meaning and Objectives of Criminal Justice System
10.2 Role of Social Worker in Correctional Setting

BLOCK 4 Marginalized and Social Work

UNIT 11

11.1 Expressions of Gender Disparity in Education, Health, Property,
11.2 Employment and Livelihood,

UNIT 12

12.1 Decision Making, Feminization of Poverty
12.2 Manifestations of Gender based Violence.

BLOCK 5 Aging and Vulnerability

UNIT-13

13.1 Psychological, Social, needs of the aged persons in India
13.2 Physical needs and problems of Older Persons.

UNIT-14 Social Worker and Health

14.1 Role of medical social worker in following settings: OP unit, ICU, Paediatric ward, Maternity ward, Abortion clinic, Family Planning centre,

STD clinic, HIV clinic, Orthopaedic department, Cardiology department, Blood bank, TB sanatorium and Cancer hospitals,

14.2 Training of volunteers to work with the chronically ill in the community.

REFERENCE BOOKS :

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Dasgupta., 1967 *Towards a philosophy of social Work in India*, Popular Book Services, New Delhi.
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TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – II year (Distance Mode)

COURSE TITLE : Disaster Management
COURSE CODE : MSW-26
COURSE CREDIT : 02

COURSE OBJECTIVES

While studying **Disaster Management**, the learner shall be able to:

- To understand basic concepts of disaster.
- To understand the approaches to disaster management
- To build skills to respond to disasters.

COURSE OUTCOMES

After completion of the **Disaster Management**, the learner will be able to:

- Acquire knowledge on basic concepts of disaster
- understand the approaches to disaster management
- The learners will build skills to respond to disasters

BLOCK 1 Introduction to Disaster Management

UNIT-1 – Understanding Disasters

- 1.1-Meaning, concept, hazards, risks, vulnerability
- 1.2- Types- natural- flood, drought, tsunami, colcaloes, cyclone, earth quake, landslide etc
- 1.3 Man-made-Terroris, poisonous gas, radiation leak, waste disposal, oil spill, forest fire etc

UNIT-2-Assessing important disasters

- 2.1 Earth quake-magnitude, intensity, drought and management, landslide and management
- 2.2 Environmental impact of Disasters

BLOCK 2 Disaster Mitigation

UNIT-3 Understanding Mitigation techniques

- 3.1 Basic principles of Disaster management
- 3.2 Disaster management Cycle

UNIT 4- Role of the State.

- 4.1 Disaster management policy
- 4.2 National and State bodies for disaster management.

BLOCK 3 Disaster management Techniques

UNIT-5 Techniques for Disaster management

- 5.1 –Early warning systems

5.2- assessing the design and construction of buildings

BLOCK4 Training and Preparedness

UNIT-5 Preparing for Disaster management

5.1 Training and Drill for Disaster preparedness

5.2 Awareness generation programmes

BLOCK 5 Role of Social Work

UNIT-6 Role of Social worker

6.1 Application of Social work Methods

6.2 Skills required for disaster management

UNIT 7 Case Studies

7.1 case Studies at International level

7.2 case studies at national level

UNIT 8. Technology for Disaster management

8.1 Remote sensing and its uses

8.2 Role of Communication in disaster management.

References

1. CSE, *The Wrath of Nature- The Impact of Environmental Destruction on Floods and Droughts*, New Delhi: Centre for Science and Environment, 1967.
2. Kapur Anu, *Disaster in India*, Jaipur: Rawat Publications, 2005.
3. Prabhas C. Sinha, *Disaster Mitigation: Preparedness. Recovery & Response*. SBS Publishers & Distributors Pvt. Ltd, 2006.
4. Prabhas C. Sinha, *Disaster Management: Process Law & Strategy*, SBS Publishers & Distributors Pvt. Ltd, 2006.
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TAMIL NADU OPEN UNIVERSITY
Department of Social Work
School of Social Sciences

Master of Social Work - Syllabus – II year (Distance Mode)

COURSE TITLE : **Youth Development**
COURSE CODE : **MSW-28**
COURSE CREDIT : **02**

COURSE OBJECTIVES

While studying the **Youth Development**, the student shall be able to:

- Understand *the concept of Youth Development*
- To critically analyse *challenges and issues in the context of youth development in India.*
- *To develop skills for application of Social Work Methods in Youth Development*

COURSE OUTCOMES

After completion of **Youth Development**, the student will be able to:

- The learners will acquire knowledge on *concept of Youth Development*
- The learners will critically analyse *challenges and issues in the context of youth development in India*
- The learners will *develop skills for application of Social Work Methods in Youth Development*

BLOCK 1 Introduction to Youth

UNIT-1

- 1.1 Concept - Youth as age Category, as transitional stage, as social Construct. 1.2 Demographic Profile of Indian Youth.

UNIT-2

- 2.1 Theories on Adolescence: Hall's storm and stress model,
2.2 Erickson's Psychosocial theory of development,

BLOCK-2 Youth Development

UNIT-3

- 3.1 Concept- Youth Development Index based on Human Development Index dimensions - Education, Income and Health.
3.2 Sustainable Development Goals of the United Nations Organization.
3.3 Youth Led Development: Concept- Youth Led Sustainable Development in the focus areas of Health and Population dynamics, Education and Skill development,

BLOCK 3 Positive Youth development

UNIT 4

- 4.1 Conceptual Understanding of Positive Youth Development (Competence, Character, Confidence, Connection and Caring).
- 4.2 Community engagement framework for youth development –
- 4.3 Factors promoting and hindering youth engagement in the Community.

BLOCK4 Rights of Women and Children

- 4.1 Approaches and Models of Youth Work
 - 4.2 Nature & definition of Youth Work. Approaches to Youth Work – Relief based approach, Welfare based approach, Development based approach and Policy Development based approach.

UNIT-5

- 5.1 Models of Youth work – Treatment model, Reform model,
- 5.2 Advocacy model, Conscientization model.

BLOCK 5 Policies and Programmes for the Youth

UNIT-6

- 6.1 Youth Policy & Programmes: Policy- Policy development framework- 6.2 Essential features of National Youth Policy of India (2014).

UNIT-7

- 7.1 National Programme for Youth & Adolescent Development (NPYAD) of Government of India.

UNIT-8

- 8.1 Organizations involved in Youth Development: United Nations Population Fund (UNFPA),
- 8.2 International Youth Foundation,

Books for Reference

1. Karaanth GK, Rural Youth, Concept Publishing Company, New Delhi
2. Mehra Ls, Youth in Modern Society, Ghogh Publications, Allahabad
3. Singh DR 1987, Rural Youth, Googh Publications, Allahabad
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